



CDSA RENTAL APPLICATION



114 S. Independence, Enid, Oklahoma 73701 (580)242-6131

<input type="checkbox"/> East Hill Apartments	<input type="checkbox"/> Springside Apartments	<input type="checkbox"/> East Maine Duplex
<input type="checkbox"/> 1002 E. Randolph	<input type="checkbox"/> 1217 N. 16th	<input type="checkbox"/> East Maple Duplex
<input type="checkbox"/> North Davis Duplex		

Date Received _____ Approved _____ Disapproved _____

Received By: _____ By: _____

PLEASE FOLLOW ALL INSTRUCTION ON PAGE 4 AND PROVIDE ALL DOCUMENTS REQUIRED

1. **Applicant's Full Name:** _____ Phone No. _____

Social Security Number: _____ Date of Birth: _____

Driver's License number: _____ State of Issue: _____ Gender (M/F): _____

Current Address (Street, City, State and Zip) _____

2. **Co-Applicant's Full Name:** _____ Phone No. _____

Social Security Number: _____ Date of Birth: _____

Driver's License number: _____ State of Issue: _____ Gender (M/F): _____

Current Address (Street, City, State and Zip) _____

3. Complete for any additional house hold Members

Full Name	Social Security Number	Date of Birth	Gender(M/F)

4. **Race:** American Indian/Alaska Native Asian Black or African American

(all that apply) Native Hawaiian or Other Pacific Islander White

5. **Ethnicity:** Hispanic or Latino Not Hispanic or Latino

6. I choose not to provide the above information regarding, Race, National Origin and or Gender:

Know your Fair Housing Rights!
HUD Fair Housing hotline 1-800-669-9777 TTY 1-800-927-9275

ANNUAL INCOME

Source	Applicant	Co-Applicant	Other Household Members 18 or Older	Total
Wage or salary				
Overtime Pay				
Commissions				
Fees, tips, or bonuses				
Alimony, Child Support				
Public Asst. (TANF)				
Net Income from Business				
Net Rental Income				
Unemployment Benefits				
Workers Compensation				
Social Security, Pensions, Retirement Funds, Death Benefits, Disability etc., received periodically				
Other income				
TOTAL:				

Assets	Cash Value	Income from Assets	Bank Name	Account Number
Cash on Hand	\$	NA	NA	NA
Checking Account	\$	\$		
Savings Account	\$	\$		
CD's, Money Mkt	\$	\$		
401K, Pensions	\$	\$		
Stocks, Bonds, Trust Fund	\$	\$		
Real Estate	\$	NA	NA	NA
Pre-paid Debit Card	\$	NA		
Other	\$	\$		

Have you disposed of any assets for less than fair market value in the past 2 years? YES or NO

If yes, please explain _____ Application

7. Has any member of the household been convicted of a felony: YES NO

Member(s) _____

8. Total number of persons who will occupy the unit: _____

9. Is any occupant of the household attending an institution of higher education? YES NO

Provide name, phone number and address of employer, if less than 2 years then include your previous employer

Name
Applicant

Address

Phone Number

Co-Applicant

11. List your last three (3) Landlords.

Name

Address

Phone Number

12. Emergency Contact Information (provide person to contact in event we cannot reach you):

Name

Address

Phone Number

BEFORE YOU SIGN THIS APPLICATION MAKE SURE THAT YOU HAVE READ THE STATEMENTS ON PAGE 4 AND PROVIDED THE DOCUMENTS THAT ARE REQUIRED. THE INFORMATION WILL BE USED TO DETERMINE WHETHER YOU QUALIFY AS A TENANT, IT WILL NOT BE DISCLOSED WITHOUT YOUR CONSENT EXCEPT TO YOUR EMPLOYER(S) FOR VERIFICATION OF INCOME AND TO FINANCIAL INSTITUTIONS FOR VERIFICATION OF ASSETS, AND AS REQUIRED AND PERMITTED BY LAW. YOU DO NOT HAVE TO PROVIDE THE INFORMATION, BUT IF YOU DO NOT YOUR APPLICATION MAY BE DELAYED OR DENIED.

13. _____
Signature of Applicant

Date

134 _____
Signature of Co-Applicant

Date

- Photo ID for each household member over 18
- Employment verification Form R39 for each household member over 18.

12 months of check stubs or employment verification form
Social Security or Disability Award Letter (Bank Statements will not be accepted)
Zero Income Form for household member over 18 without income.
Veterans Administration Benefits Award Letter
Verification of Pension or Retirement Income.
If self employed most current 1040.

- Banking Verification Form R41
- Child Support/Alimony Form R42
- Student Status For R36
- Banking Verification Form R41
- Disposed of Assets Form R46
- Zero Income form (If applicable)

If the above documents are not included with the application it will not be processed. Application must be updated every 6 months, if not it will be discarded.

- 1. Form R36 Student Status—NA is not an applicable answer you must answer YES or NO and sign and date the form.**
- 2. Form R39 Employer Verification. You only fill out the top portion and sign and date the form, we will send the form to your employer.**
- 3. Form R40 is to be filled out by family members over 18 that do not receive income.**
- 4. Form R41 Banking Verification. If you have a bank account please put the appropriate information on page 2 of this application and only fill out and sign the top portion of the Form R41. We will send the for to your bank. If your bank charges for verifications you may be required to provide 6 months of bank statements.**
- 5. Form R46 Disposed of Assets Verification NA is not an appropriate answer. You must answer YES or NO and sign and date the form.**
- 6. Form R42 Child Support and Alimony Form-NA is not an applicable answer, please answer YES or No to the questions and sign and date.**

REQUIRED DISCLOSURE NOTICE

The information regarding race, ethnicity, and sex designation solicited on this application is requested in order to assure the Federal Government, acting through the U.S. Dept. of HUD that the Federal Laws prohibiting discrimination against tenant applications on the basis of race, color, national origin, religion, sex, familial status, age, and disability are complied with. You are not required to furnish this information, but are encouraged to do so. This information will not be used to evaluate your application or to discriminate in any way. However if you choose not to furnish it, we are required to note the race, ethnicity, and sex of individual applicants on the basis of visual observation or surname.

FAIR HOUSING DISCLOSURE STATEMENT

The Fair Housing Act prohibits discrimination in the sale, rental, or financing of housing based on race, color, religion, sex, handicap, familial status, or national origin. Federal Law also prohibits discrimination on the basis of age. Complaints of discrimination may be filed with the Assistant Secretary fir Fair Housing and Equal Opportunity, HUD, Washington, DC 20410.

WARNING

IF THIS APPLICATION IS NOT COMPLETE OR FILLED OUR INCORRECTLEY IT WILL BE RETURNED TO YOUR FOR CORRECTIONS AND DELAY YOUR APPROVAL FOR HOUSING.